

Office use only	A. Agency Details
	<p>Agent : Anthony Robert Davis Address: 5/56 Griffith St COOLANGATTA QLD 2486 Postal: PO Box 958 Coolangatta QLD 4225 Phone: 0407 720 884 Fax: 075599 4590</p> <p style="text-align: right;">Office: 075599 1414 Email: let@coolytweedrealty.com.au</p>

Please copy 100 points of ID & attach to one application. Any applications that are not completed in full will not be considered.

B. Property Details

Address of Property:

Postcode:

Lease Term:
 Years: Months:

C. Personal Details: Applicant

Title: Mr Ms Miss Dr Other

Surname: Given Name/s:

Date of Birth: / / Driver Licence #:

Expiry Date: / / Licence State:

Passport #: Passport Country:

Pension #: (If Applicable) Pension Type:

Home Phone #: Mobile #:

Work #: Fax #:

Current Address:

Postcode:

E-Mail Address:

How long have you lived at your current address?

Years: Months:

D. Applicant History

Landlord/Agent Details of this property

Landlord/agents phone #: Weekly Rent Paid:
 \$

E. Employment History

Please Provide your employment details:
 What is your occupation?

What is the nature of your employment? (circle)
FULL TIME | PART TIME | CASUAL

Employers Name:

Employer's address:

Postcode:

Employers Number:

Length of employment:
 Years: Months:

Net Income:
 \$

***Please attach bank statements/pay slips for proof of income.**

*Please be advised this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

Application Form

F. References/Contacts

Emergency Contact:

Name:	Number:
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Relationship to you:

Reference # 1:

Name:	Number:
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Relationship to you:

Reference # 2:

Name:	Number:
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Relationship to you:

G. Other Info

Car Rego:

Number of people to occupy premises:

Is anyone in the household a smoker?

How many pets?

1.

2.

H. Payment Details

Property Rental: Per week/month (circle)

\$

Rental Bond:	\$
First payment of rent in advance (2 weeks rent)	\$ + _____
Total:	\$ _____

Note: the Applicant acknowledges and consents to the Agent verifying personal and employment references and tenant history references.

Signature of Applicant

Date: ___/___/___

Details Of Rental – OFFICE USE ONLY

Type of Premises:

Furnished Unfurnished

Rent \$ _____ per _____

Commencing from ___/___/___

for a period of _____ Weeks/Months

Note: A tenant must be permitted to pay the rent by at least one means for which the tenant does not incur a cost (other than bank fees or other account fees usually payable for the tenant's transactions) and that is reasonably available to the tenant.

Residential Tenancy Agreement:

Residential Tenancy Agreement to be signed on

___/___/___ at _____ am/pm

Initial payment must be made by _____

Personal cheques will not be accepted.

APPLICATION

I, the Applicant hereby apply for approval by the owner of the premises referred to in this form to become the tenant of those Premises on the terms and conditions contained in this form and in the residential Tenancy Agreement to be Drawn up by the owner's Agent.

HOLDING FEES FOR APPROVED APPLICANTS

In accordance with Section 24 of the Residential tenancies Act 2010, it is hereby acknowledged that the taking of the Holding Fee referred to in this application for Tenancy Form is subject to the following conditions:

The Applicant, if approved, will pay a Holding Fee of \$ _____ equivalent to _____ days rent to hold the Premises in favour of the Applicant for a period of _____ days from ___/___/___ or as varied I writing.

1. If the applicant has paid a holding fee, the Landlord must not enter into a Residential Tenancy Agreement for the residential premises with any other person within 7 days of the payment of the fee or within such further period as may be agreed with the tenant) unless the tenant notifies the Landlord that the tenant no longer wishes to enter into a Residential Tenancy Agreement
2. A holding fee may be retained by the Landlord only if the tenant enters into the Residential Tenancy Agreement or refuses to enter into the residential tenancy agreement.
3. A holding fee must not be retained by the landlord if the tenant refuses to enter into the Residential Tenancy Agreement because of a misrepresentation or failure to disclose a material fact by the Landlord or Agent.
4. If a Residential Tenancy Agreement is entered into after the payment of a holding fee, the fee must be paid towards rent.
5. A tenant cannot be asked to pay a holding fee unless the tenant's application has been approved by the Landlord and the holding fee does not exceed 1 week's rent of the residential premises.

Details of any repairs or other work to be carried out by the Landlord:

Have you made an application for accommodation in any social housing, as defined in the Residential Tenancies Act 2010 or aged care facility? YES NO

If Yes, date application made

Application Form

I, the Applicant do solemnly and sincerely declare that I am not a bankrupt or an undischarged bankrupt and affirm that the above information is true and correct.

I have inspected the abovementioned Premises and wish to take a tenancy for such Premises for a period of weeks, at a rental of \$..... per week and I declare that the rental to be paid is within my means. I undertake to pay a rental bond in cash or as requested upon the signing of a Residential Tenancy Agreement.

I/We
Trading as

the Agents acting for the owner of the above Premises, acknowledge receipt of the above Application and, if the Applicant is approved, agree to prepare within the holding period (if any) a Residential Tenancy Agreement/Lease of the Premises.

PRIVACY POLICY

The *Privacy Act* 1988 (Cth) (the **Act**) allows certain information about the Applicant referred to in this Application to be collected, used and disclosed for the purpose for which it was collected, and otherwise in accordance with the Act. This Privacy Policy only applies to the extent the Agent collects, uses and discloses personal information.

The Agent may amend, or amend and restate, this Privacy Policy from time to time and may subsequently notify the Applicant of any changes to this Privacy Policy by updating on the Agent's website or by other written notification to the Applicant. Any changes to this Privacy Policy take effect upon the earlier of the update to the website or other notification to the Applicant. This Application requires the collection of certain information including personal information about the Applicant. Personal information may be collected during each of the application, assessment and processing stage.

The personal information the Applicant provides in this Application or collected from other sources is necessary for the Agent to: (a) identify and verify the Applicant's identity; (b) process and assess the Application; (c) assess the Applicant's ability to meet their financial and other obligations under the Residential Tenancy Agreement; (d) make recommendations to the Landlord; (e) manage the tenancy for the Landlord; (f) process any payment (including without limit the exchange of personal information with the relevant payment provider, where necessary); (g) liaise and exchange information with the Applicant, and the Agent's or Applicant's legal and other advisors in relation to or in connection with the Residential Tenancy Agreement; (h) comply with any applicable law; and (i) comply with any dispute resolution process.

If the personal information is not provided by the Applicant, the Agent may not be able to carry out the steps described above and may therefore not be able to process the Application.

Personal information collected about the Applicant in connection with this Application and, if successful, the tenancy may be disclosed by the Agent for the purpose for which it was collected to other parties including the Landlord, the Landlord's mortgagee or head-lessor (in either case, if any), referees, other agents, Courts, tribunals responsible for residential tenancy matters, third party operators of tenancy databases, other third parties instructed by the Applicant and any prospective or actual purchaser of the Premises including to their prospective or

actual mortgagee (if any), or as required by any applicable law. Information held by tenancy databases may also be requested by and disclosed to the Agent and / or the Landlord. If the Applicant enters into a Residential Tenancy Agreement, and if the Applicant (as tenant) fails to comply with their obligations under that agreement, that fact and other relevant personal information collected about the Applicant (as Applicant or as tenant) may also be disclosed to the Landlord, third party operators of tenancy databases, other agents, Courts and tribunals responsible for residential tenancy matters.

The Agent may also use the Applicant's information including personal information for marketing and research purposes to inform the Applicant of products and services provided by the Agent, which the Agent considers may be of value or interest to the Applicant, unless the Applicant tells the Agent (see opt out option below) or has previously told the Agent not to. If the Applicant **does not** wish to receive any information about such products and services then please tick this box: or otherwise notify the Agent using the Agent's contact details set out earlier in this Application. The Applicant has the right to request access to any personal information held by the Agent which relates to them, unless the Agent is permitted by law (including the Act) to withhold that information. Any requests for access to the Applicant's personal information should be made in writing to the Agent at the contact details included in this Application. The Agent may charge a reasonable fee where access to personal information is provided (no fee may be charged for making an application to access personal information). The Applicant has the right to request the correction of any personal information which relates to the Applicant that is inaccurate, incomplete or out-of-date.

The Agent will take reasonable precautions to protect the personal information it holds in relation to the Applicant from misuse, loss, and unauthorised access, modification or disclosure.

By signing this Application, the Applicant acknowledges that it has read, understands and accepts the terms of his Privacy Policy and the permission to collect, use and disclose personal information, and the Applicant authorises the Agent to collect, use and disclose, in accordance with the Act, their personal information for the purposes specified in this Privacy Policy.

NOTICE TO PROSPECTIVE TENANTS

The availability of telephone lines; internet services; analogue or cable television (and the adequacy of such services); are the sole responsibility of the tenant(s) and tenants should make their own enquiries as to the availability and adequacy of such services before accepting the tenancy of the property. The landlord does not warrant that any telephone plugs, antenna sockets or other such service points located in the property are serviceable, or will otherwise meet the requirements of the tenant, and tenants must rely upon their own enquiries.

*Please be advised this application will only be processed once ALL details have been completed and all copies of all supporting documents attached. Each applicant must submit an individual form.

Application Form

Applicant's Signature	Date / /
Agent's Signature	Date / /

Note: A copy of this document shall immediately after signing be delivered to the Applicant for retention.

How did you find this Property?

- Local Paper Internet - :
- Sign on Property
- Agent's Window Letterbox Drop Referral
- Other - :

OFFICE References checked by

USE Employment

ONLY Present Landlord/Agent

Previous Finalised Credit

Bank

References

Notes

Please copy 100 points of ID & attach to one application. Any applications that are not completed in full will not be considered

100 Points of ID Required

We require 100 points of ID; you must have: -

1. Current driver's license or other photo ID
2. Current proof of income
3. Current rent ledger (if renting)

Applications WITHOUT 100 Points of ID WILL NOT be accepted

Driver's Licence	40 points
Passport	40 points
Birth Certificate/Extract	30 points
Other Photo ID	30 points
Current Proof of Income	20 points
Previous Landlord Reference	20 points
Rent ledger from previous/current agent	20 points
Motor Vehicle Registration Certificate	10 points
Bank Statement/Bank card	10 points
Phone/Electricity/Gas Account	10 points
Pension Card	20 points
Medicare/Health Care Card	10 points
Rates Notice/Proof of Ownership	20 points

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